

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: MAINTENANCE SUPERVISOR V –
General Maintenance and Construction

SALARY GROUP: A19

DEPARTMENT: Facilities

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Clyde Armstrong DATE: 06/13/2016

POSITION #: 022331

I. JOB SUMMARY

Performs highly advanced supervisory maintenance and construction work. Work involves overseeing maintenance and construction staff involved in the installation, care, and repair of state facilities and equipment. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Oversees, supervises, inspects, schedules, assigns, prioritizes, and participates in general maintenance and construction work; coordinates work assignments with other supervisors to ensure efficient use of resources; and provides technical expertise.
- B. Oversees the preparation of estimates for work hours, materials, and resources required for projects; approves and initiates requisitions for materials and supplies; and prepares reports and maintains records of repairs.
- C. Trains and supervises offender maintenance and construction workers; and ensures compliance with applicable safety rules, regulations, and standards.
- D. Assists in maintaining the security of assigned offenders.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.
2. Six years full-time, wage-earning facilities maintenance, construction, or facilities maintenance administration experience. Courses in a maintenance- or construction-related field from a trade or technical school accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted on a year-for-year basis for a maximum substitution of two years

or

graduation from a program in a maintenance or construction-related field from a U.S. military technical training school may be substituted for two years of the required experience.
3. Experience in the supervision of offenders preferred.

B. Knowledge and Skills

1. Knowledge of framing, forming, and finish carpentry, welding various metals, and sheet metal duct work.
2. Knowledge of building construction practices, methods, procedures, materials, plans, and specifications.
3. Knowledge of applicable state and federal laws, rules, regulations, codes, and safety requirements.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to read and interpret blueprints, drawings, plans, and specifications.
6. Skill in the use of carpentry, welding, and sheet metal tools and equipment.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

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9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill to prepare and maintain accurate records, files, and reports.
11. Skill to review technical data and prepare technical reports.
12. Skill to plan work in order to meet established guidelines.
13. Skill to train and supervise others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, excessive or intermittent noise, constant noise, dust, fumes, smoke, gases, slippery or uneven walking surfaces, working on ladders or scaffolding, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, hammer, drill, hand saw, electric saw, grinders, wrenches, files, air guns, air compressor, welding equipment, oxygen-acetylene torch, sheet metal fabrication equipment, dolly, telephone, and automobile.